

EMPLOYEE AND LABOR RELATIONS MANUAL 432.3

432.3 Work Schedules and Overtime Limits

.31 **Basic Work Week.** The basic work week for full-time employees (bargaining unit and non-bargaining unit) consists of five regularly-scheduled 8-hour days within a service week. See exclusions in 432.33.

.32 **Maximum Hours Allowed.** The maximum hours allowed depends on employee classifications as follows:

b. **Other Full-Time Bargaining Unit Employees.** Except for the month of December and in emergency situations as defined in the bargaining agreement, these employees may not be required to work over 10 hours in a day or 6 days in a week.

c. **All Other Employees.** Except in emergency situations as determined by the PMG (or designee), these employees may not be required to work more than 12 hours in one service day. In addition, the total hours of daily service, including scheduled work hours, overtime, and meal time, may not be extended over a period longer than 12 consecutive hours.